

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 23 September 1957

FROM : Chief, Clerical Training

25X1

SUBJECT: Report Number 39, Week of 17 - 23 September 1957

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1. Numbers in Clerical Induction Training. During the week of 17 September there were [ ] people in Clerical Induction Training. Of these [ ] were entering for the first time.

2. Numbers in Clerical Orientation Training. There were [ ] people in Clerical Orientation for the week of 17 September.

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3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 17 September were as follows:

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	Tested	Qualified
Shorthand	[ ]	[ ]
Typewriting		

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4. Summer Employee Leaves. [ ] assigned to Clerical Training as a summer employee left 6 September 1957 to return to college.

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5. Clerical Induction Chief Injured in Accident. [ ] Chief, Clerical Induction Training, was injured in an automobile accident Saturday, 21 September 1957. [ ] has a fractured nose, lacerations, and severe bruises as a result of crashing into a telephone pole.

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6. Gems from the Transcription Classes. The following excerpts were taken from transcripts in Clerical Induction Training classes. "Hear is what repels me to write to you." "I am making servay to obtain for him a number of men and women who test I have refused a grand statement as to the impression made by the last catalog." "who's test."

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